

DRAFT-DRAFT-DRAFT

## NORTHERN HILLS ALCOHOL & DRUG SERVICES

### JOB DESCRIPTION

**Title:** Bookkeeping Assistant- Spearfish Office

**REPORTS TO:** Executive Director /C.F.O & Lead Bookkeeper

**Main Functions:** Performs a wide range of financial duties

---

**RESPONSIBILITIES:** Handles and processes incoming payments for service, completes client insurance billing forms and does follow-up contacts with Insurance Companies to insure payment of claims. Maintains contact with clients to insure timely payment for services. Make deposits to NHAD checking account as needed. Does financial input to the on-line Quick Books bookkeeping system.

1. Gain a working knowledge of procedures, such as what forms to use to record which services are provide, codes regarding information on the state CGIG form ad information recorded on monthly and yearly reports so that they can fill in for lead bookkeeper when they are absent.
2. Checks reports and forms received from staff for accuracy, including charge slips and sign-in sheets and paperwork completed by counselors, evidenced by initials next to each corresponding progress notes. Insures that charge slips needed by the State are completed by counselors and turned in on a timely basis.
3. Schedules screenings/evaluations for the screening counselor, obtaining clients' name, age, phone number and referring person or agency. Attempts to ascertain nature of problems and briefly explains, fees charged, evaluation procedure, location of agency and other information the clients may need to know.
4. Completes Clients billings on a timely basis to insure timely payment. (Bookkeeping)

**Other:**

- a. Treats all guest and staff of the addiction Recovery Center with courtesy and cheerfulness.
- b. Shows a positive attitude on the job, treat each quest with respect and courtesy 100% of the time. Speaks with respect and high regard for Northern Hills Alcohol and Drug Services while on the job and away from work.
- c. Upholds confidentiality of records while at and away from Northern Hills Alcohol & Drug Services. Does not reveal confidential information to outsiders without a release form to persons or agencies receiving the information, signed by the client to which the information pertains. Be careful when speaking around those outside of the agency not to disclose or imply confidential information.

- d. Dresses appropriately for position as stated in the Agency dress code. Is neat and clean in appearance and dresses modestly.

**PAY RANGE: \$9.00 to \$12.00 per hour depending on experience.**

**Note: This is a part-time flexible position of 20-25 hours per week. Days and hours of work are Negotiable.**